

COURT SYSTEMS ANALYST II

DEFINITION

Under direction, acts as an expert in a particular area of information technology; plans, designs, develops and implements complex computer-based information systems operating in a Local Area Network (LAN) and/or Wide-Area Network (WAN) environment; may oversee the work of others; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Court Systems Analyst II is distinguished from the Court Systems Analyst I in that the latter maintains existing systems and facilitates the testing of new or revised systems and implements changes to existing system and the former is responsible for systems design and development and project management. This class is further distinguished from the Supervising Court Systems Analyst in that a Court Systems Analyst II has no ongoing supervisory responsibilities.

ESSENTIAL FUNCTIONS

1. Coordinates assigned projects; determines plan of action; defines milestones for project in accordance with departmental goals and objectives; monitors progress; ensures documentation and completion of project.
2. Analyzes and resolves the most complex Local Area Network (LAN) and Wide Area Network (WAN) operational problems and network failure; identifies possible solutions to improve application processing and to preclude the occurrence of future problems.
3. Designs and configures the network layout appropriate to the specific location; identifies and analyzes security issues and other related components such as, firewalls, switches and routers.
4. Oversees network installation including hardware, cables, conduit, power sources and all associated components; functions as the expert and primary liaison between information systems and the users.

5. Review recommendations for system modifications and revisions to system configuration; tests for compatibility with network; analyzes and resolves system problems and failure.
6. Interacts with the judicial staff on major system modifications in support of the judiciary function; responds to complex technical support requests; monitors the status of work orders; prioritizes work to be done and follows-up on work on progress.
7. Acts as team leader; assigns tasks and provides general direction and technical oversight; monitors progress and prepares status reports; coordinates implementation with appropriate staff.
8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Information Technology or Computer Sciences or related field and five years of increasingly responsible and varied technical experience designing, integrating and supporting information systems involving data networks, internet technology and Windows networking or any combination of training and/or experience that could likely provide the desired knowledge and abilities, or two years of experience as an Court Systems Analyst I with the Superior Court of California, County of San Bernardino.

Specific education and experience related to the work of the functional area may be required. Experience may substitute for up to two years of education.

Knowledge of

Principles of project management; principles, practices and techniques of systems analysis applicable to computer software; hardware, operating systems and software utilized by the Court; work flow/operations cost/benefit, feasibility and requirements analysis techniques; computer logic concepts and programming techniques; project planning and management practices; software documentation practices; user training needs analysis techniques; user training/learning concepts.

Ability to

Establish goals and plan work to accomplish those goals; analyze complex data processing problems, develop solutions, project consequences of alternatives, and implement solutions; plan, direct, and evaluate work activities; conduct systems analyses involving automation, storage and telecommunication technology; apply automation concepts to administrative and judicial processes,

research and analyze work systems and other data; prepare written presentations; determine user training needs; develop documentation and individual/group training; document actions taken and maintain records; make decisions and independent judgments; establish and maintain working relationships with all levels of staff; communicate technical information in common terms; organize and prioritize work assignments; establish and meet deadlines.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

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